



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
REGIONAL FIELD OFFICE NO. 5

San Agustin, Pili, Camarines Sur
 Telephone No: (054) 871 2040 to 49
 Email: da5ored@yahoo.com
 Website: bicol.da.gov.ph

REQUEST TO SUBMIT QUOTATION OR PROPOSAL FOR SUPPLY AND DELIVERY OF OFFICE SUPPLIES, OTHER SUPPLIES AND MATERIALS (PER LOT BASIS) UNDER 2025 F2C2 AT APPROVED BUDGET FOR THE CONTRACT AMOUNTING TO ONE HUNDRED EIGHTY THOUSAND PESOS (PHP 180,000.00) PURSUANT TO ALTERNATIVE METHOD OF PROCUREMENT SPECIFICALLY NEGOTIATED PROCUREMENT-SMALL VALUE PROCUREMENT UNDER SECTION 53.9 UNDER RA 9184 AND ITS REVISED IRR.

The Department of Agriculture Regional Field Unit No. 5 (DA RFO 5), San Agustin, Pili, Camarines Sur is inviting interested suppliers to submit complete bid proposal for the ff:

Lot	Particulars	ABC
1	Office Supplies	80,000.00
2	Other Supplies and Materials	100,000.00
	Total	180,000.00

The agency intends to apply the amount of **ONE HUNDRED EIGHTY THOUSAND PESOS (PHP 180,000.00)** as the Approved Budget for the Contract.

As per approved Purchase Request and considering the nature of requisition being not more than One Million Pesos (Php1,000,000.00) and in order to fast-track the implementation of the program, this procurement is facilitated thru Negotiated Procurement-Small Value Procurement under Section 53.9 of RA 9184 and its Revised IRR.

As such: **ALLAN-JUSTINE GENRAL MERCHANDISE**, San Isidro, Magarao, Camarines Sur; **ERIVAN GENERAL MERCHANDISE**, Naga City; **PILI SCHOOL SUPPLIES**, Pili, Camarines Sur and all interested bidders are hereby requested to submit the following documents:

1. Mayor's Permit (Updated or At least proof of renewal)
2. DTI/SEC/CDA Registration
3. PhilGEPS Registration
4. Omnibus Sworn Statement
5. BIR Registration
6. Picture/Brochure of the product being offered

The bidders are required to pay the non-refundable amount **Five Hundred Pesos (Php 500.00)** for bid documents to the Cashier's Office, DA RFO-5, Pili, Camarines Sur. **All submitted documents must be in duplicate (ORIGINAL AND COPY 1), all copies must be marked with ear tabs or side-end to identify the page components and shall be properly addressed to the BAC Chairperson.** otherwise, bids will be automatically rejected on the ground of non-compliance with the prescribed bid requirements.

Sealed Bid must be received by BAC Secretariat through manual submission not later than 9:00 in the morning of February 14, 2025 at the BAC Office, DA RFO 5, San Agustin, Pili Camarines Sur. Late bids shall not be accepted. The opening of Proposal shall be at 1:30 PM onwards at 3rd Floor Operation Building, DA RFO-5, San Agustin, Pili, Camarines Sur.

Let this Invitation be posted pursuant to RA 9184 and its IRR. For more information, please see or contact BAC Secretariat Office, via email bacrfo5@gmail.com.

February 5, 2025 San Agustin, Pili, Camarines Sur.

LORENZO L. ALVINA
 OIC, RTD for Research and Regulations
 BAC Chairperson



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BID FORM
(GOODS)

DEPARTMENT OF AGRICULTURE
Regional Field Unit No. 5
San Agustin, Pili, Camarines Sur

The Bids and Awards Committee

Gentlemen/ Ladies:

Having examined the bidding documents, the receipts of which is hereby duly acknowledge we the undersigned offer to supply/ deliver the goods requisitioned in Conformity with the said bid documents for the total amount of _____.
(P _____)

Accompanying this Bid Form is our Bid Offer containing the details of the requisition and our offered items is specified quantity and unit price.

We undertake, if our Bid is duly accepted, to deliver the goods in accordance with the delivery schedule specified in the Schedule of Requirements.

We agree to abide by our Bid for the Bid validity period as set by the procuring entity but not exceeding one hundred twenty (120) calendar days from the date of the bids opening.

Until a formal contract is prepared and executed, this bid, together with your acceptance thereof thru Notice of Award, subject to all other Bid documents, shall be binding upon us.

We understand that you are not bound to accept the lowest of any Bid that you may receive.

We certify that we complied with the eligibility requirements as specified under RA 9184 and its IRR and the Bidding documents.

Dated this _____ day of _____ 2025.

(Name and Signature of Bidder or
Authorized Representative)

(Address and Telephone No.)

Date of Bidding



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Omnibus Sworn Statement (Revised)
[shall be submitted with the Bid]

REPUBLIC OF THE PHILIPPINES)
CITY/MUNICIPALITY OF _____) S.S.

AFFIDAVIT

I, [Name of Affiant], of legal age, [Civil Status], [Nationality], and residing at [Address of Affiant], after having been duly sworn in accordance with law, do hereby depose and state that:

1. [Select one, delete the other:]

[If a sole proprietorship:] I am the sole proprietor or authorized representative of [Name of Bidder] with office address at [address of Bidder];

[If a partnership, corporation, cooperative, or joint venture:] I am the duly authorized and designated representative of [Name of Bidder] with office address at [address of Bidder];

2. [Select one, delete the other:]

[If a sole proprietorship:] As the owner and sole proprietor, or authorized representative of [Name of Bidder], I have full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached duly notarized Special Power of Attorney;

[If a partnership, corporation, cooperative, or joint venture:] I am granted full power and authority to do, execute and perform any and all acts necessary to participate, submit the bid, and to sign and execute the ensuing contract for [Name of the Project] of the [Name of the Procuring Entity], as shown in the attached [state title of attached document showing proof of authorization (e.g., duly notarized Secretary's Certificate, Board/Partnership Resolution, or Special Power of Attorney, whichever is applicable)];

3. [Name of Bidder] is not "blacklisted" or barred from bidding by the Government of the

Philippines or any of its agencies, offices, corporations, or Local Government Units, foreign government/foreign or international financing institution whose blacklisting rules have been recognized by the Government Procurement Policy Board, by itself or by relation, membership, association, affiliation, or controlling interest with another blacklisted person or entity as defined and provided for in the Uniform Guidelines on Blacklisting;

4. Each of the documents submitted in satisfaction of the bidding requirements is an authentic copy of the original, complete, and all statements and information provided therein are true and correct;

5. [Name of Bidder] is authorizing the Head of the Procuring Entity or its duly authorized representative(s) to verify all the documents submitted;

6. [Select one, delete the rest:]



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[If a sole proprietorship:] The owner or sole proprietor is not related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical

GPPB Resolution No. 16-2020, dated 16 September 2020

Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree; [If a partnership or cooperative:] None of the officers and members of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

[If a corporation or joint venture:] None of the officers, directors, and controlling stockholders of [Name of Bidder] is related to the Head of the Procuring Entity, members of the Bids and Awards Committee (BAC), the Technical Working Group, and the BAC Secretariat, the head of the Project Management Office or the end-user unit, and the project consultants by consanguinity or affinity up to the third civil degree;

7. [Name of Bidder] complies with existing labor laws and standards; and
8. [Name of Bidder] is aware of and has undertaken the responsibilities as a Bidder in compliance with the Philippine Bidding Documents, which includes:
 - a. Carefully examining all of the Bidding Documents;
 - b. Acknowledging all conditions, local or otherwise, affecting the implementation of the Contract;
 - c. Making an estimate of the facilities available and needed for the contract to be bid, if any; and
 - d. Inquiring or securing Supplemental/Bid Bulletin(s) issued for the [Name of the Project].
9. [Name of Bidder] did not give or pay directly or indirectly, any commission, amount, fee, or any form of consideration, pecuniary or otherwise, to any person or official, personnel or representative of the government in relation to any procurement project or activity.
10. In case advance payment was made or given, failure to perform or deliver any of the obligations and undertakings in the contract shall be sufficient grounds to constitute criminal liability for Swindling (Estafa) or the commission of fraud with unfaithfulness or abuse of confidence through misappropriating or converting any payment received by a person or entity under an obligation involving the duty to deliver certain goods or services, to the prejudice of the public and the government of the Philippines pursuant to Article 315 of Act No. 3815 s. 1930, as amended, or the Revised Penal Code.

IN WITNESS WHEREOF, I have hereunto set my hand this __ day of __, 20__ at____, Philippines.

[Insert NAME OF BIDDER OR ITS AUTHORIZED REPRESENTATIVE]

[Insert signatory's legal capacity]

Affiant



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[Jurat]

[Format shall be based on the latest Rules on Notarial Practice]

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Masaganang Agrikultura,
Maunlad na Ekonomiya

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For Goods Offered from Within the Philippines

Name of the Project: **SUPPLY AND DELIVERY OF OFFICE SUPPLIES, OTHER SUPPLIES AND MATERIALS (PER LOT BASIS) UNDER 2025 F2C2**

Name of Bidder: _____

1	2	3	4	5	6	7	8	9	10
Lot	Description	Country of origin	Quantity	Unit price EXW per item	Transportation and Insurance and all other costs incidental to delivery, per item	Sales and other taxes payable if Contract is awarded, per item	Cost of Incidental Services, if applicable, per item	Total Price, per unit (col 5+6+7+8)	Total Price delivered Final Destination (col 9) x (col 4)
1	Lot 1-Office Supplies								
	Binder clip, 1", black, 12pcs/box		8 boxes						
	Binder clip, 2", black, 12pcs/box		8 boxes						
	Bond paper, A4 Size , sub20		30 boxes						
	Book Paper,105gsm, A4, off-white		5 reams						
	Correction Tape		20 pcs.						
	Desk Paper Organizer, 3 tier		10 units						
	Folder, Expanding , Long		2 dozen						
	Folder, Sliding, Plastic, Colored, A4		40 pcs.						
	Glue , 130ml		5 bottles						
	Laid Bord , A4. 180 gsm, cream or white		2 boxes						
	Molar Box with Cover		5 pcs.						
	Ordinary Ballpen, black (50 pcs/box)		10 boxes						
	Paper clip, jumbo		11 boxes						
	Paper clip, small		10 boxes						
	Paper Fastener,Plastic, 7cm 2in (50pcs/box)		30 boxes						
	Pencil Sharpener		2 pcs.						
Permanent Marker, Black, Fine, Refillable		3 boxes							



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	Permanent Marker, Blue, Fine, Refillable		2 boxes					
	Post it, Sign here flags		15 packs					
	Puncher, 2 hole, heavy duty with paper gauge		5 pcs.					
	Push pin		3 boxes					
	Record Book, size: 11.2 x 7 inch, 150 pages		6 pcs.					
	Scissor, big (Stainless , plastic handle)		5 pcs.					
	Sign Pen , 0.7, black, needle point (12 pcs/box)		4 boxes					
	Sign Pen , 0.7, blue, needle point (12 pcs/box)		2 boxes					
	Stand File Box, Big		5 pcs.					
	Staple Wire No. 35, 5000s per box		15 boxes					
	Stapler, Big , with remover		5 pcs.					
	Tape, Double-Sided, 1"		5 pcs.					
	Tape, Masking ,2'		5 pcs.					
	Tape, Packing ,2'		5 pcs.					
	Tape, Scotch , 3'		5 pcs.					
	Whiteboard Marker, black		1 box					
	Total for Lot 1							
	Lot 2-Other Supplies and Materials							
	Alcohol 70%, 500ml		25 bottles					
	Anti-Bacterial Hand Soap, 750ml		10 bottles					
	Anti-slip Rubber Outdoor Mat (48cm x 68cm)		5 pcs.					
	Broom, soft		5 pcs.					
2	Cleaning Cloth (micro-fiber coral fleece hand towel, absorbent cloth, 30 cm X 30 cm)		20 pcs.					
	Curtain Blinds for Windows		3 units					
	Dish Organizer		1 unit					
	Dishwashing Liquid, 790 ml		20 bottles					



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Dishwashing Sponge	30 pcs.								
Extension Wire with multi-function socket & USB Charging Port, 5 meters	10 pcs.								
Facial Tissue, 3-Ply, 190 pulls	54 boxes								
Garbage Bag, large, black, 26x32 inches, 100 pcs	5 packs								
Hand Sanitizer Spray	5 pcs.								
Laundry Detergent Powder, 1kg	15 packs								
Monoblock Chair	41 pcs.								
Multi-insect killer spray	10 bottles								
Multi-surface Cleaner/Disinfectant, 1000ml/bot.	10 bottles								
Non-Alcohol Wet Wipes	10 packs								
Storage Box, 70L	5 units								
Tornado Mop	1 unit								
								Total for Lot 2	
								Grand Total	

Name: _____

Legal Capacity: _____

Signature: _____

Duly authorized to sign the Bid for and behalf of: _____